

Position Announcement
August 19, 2010

Fire Chief
South Pend Oreille Fire & Rescue

South Pend Oreille Fire and Rescue is currently recruiting qualified applicants for the position of Fire Chief. This position reports directly to the Board of Commissioners consisting of 5 elected officials.

The district is located in a beautiful area in rural southern Pend Oreille County, Washington. This is a recreational area 35 miles NE of Spokane with a summertime population of over 2000 at Diamond Lake and over 1000 at Sacheen Lake.

It is a progressive fire district that serves a population base of over 5,600 residents living within its 149 square miles of jurisdiction. A budget of just under \$400,000 allows the 69 volunteers and 2 administrative members to offer a full range of fire suppression, prevention, rescue, hazardous materials, Wildland-interface suppression and full emergency medical services for basic life support response from 5 stations.

Each station has a Volunteer Battalion Chief and/or Captain with multiple volunteer firefighters. General facilities repair and maintenance as well as central supply functions for the district is preformed by district personnel. On an average, there are over 300 annual calls for service, with approximately 75% being basic life support responses.

Salary: \$38,000 to \$47,000 depending on experience, with a benefits package.

Closing Date: September 9, 2010

Qualifications:

- 3 to 5 years minimum of paid, full-time officer experience in a career or combination fire department. Experience must exhibit a consistent pattern of participation, personal and professional growth, and increasing organizational responsibility;
- Associates or other two year degree in Fire Science/Public Administration preferred;
- Advanced courses and seminars in Fire Administration/Fire Science to include IFSAC Firefighter I and EMT Basic;
- Experience and/or education in budget management and development;
- Experience with volunteer/employee employer relations and public relations;
- Ability to communicate clearly and concisely both verbally and in writing;
- Ability to read and interpret codes and laws relating to fire protection and Fire Districts;
- Utilize standard computer programs to develop documents, reports, and communications. Experience with Microsoft Office preferred, particularly Excel and Word.
- Ability to seek and write grants.

Special Notes:

Residency within the South Pend Oreille preferred.

Appointment is conditioned upon completion of a physical examination, drug screening, and criminal background check.

Application:

All materials are available for download at www.spofr.org

You may send your completed application/resume to any of the following:

- By mail: Chief Application, SPOFR, P.O. Box 84, Elk, WA 99009.
- By Fax: 509-447-5906 Attention Leonard
- By e-mail: lbpielli@povn.com (in Word (PC) or pdf formats)

A completed application includes the following:

1. Application (*attached*) and detailed resume including work history and references.
2. Answers to response questions (*attached*)

Questions or requests for additional information may be sent to Gary Wilkey at gary@SPOFR.org (Phone: 509-447-0744)

Application Deadline: 4:00 PM, Tuesday, September 9, 2010

South Pend Oreille Fire & Rescue is an Equal Opportunity Employers and encourage applications from all persons without regard to race, creed, color, national origin, religion, sex, age, marital status, disability, sexual orientation or veteran status including disabled veterans of the Vietnam era. Pend Oreille County provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans.

Job Responsibilities:

- Incident Commander at major fire ground scenes and other emergency incidents as required
- Exercise good people and communication skills with volunteers.
- Grant writing
- Trainer
- Maintain standardized response procedures and train to them.
- Work with the commissioners to develop and manage the budget
- Weekday-daytime responder (fire and medical)
- District reports, communication
- Responsible for building and equipment maintenance
- Recruit, process and train new volunteers
- South Pend Oreille Fire & Rescue representative on Pend Oreille Co. Training Council
- South Pend Oreille Fire & Rescue representative on Region 9 Training council.
- Assist commissioners in managing the district
- Lead Officer Executive Committee.
- Other duties reflective of a chief's position for a district of this size.

Ideal Candidate:

The ideal candidate will be a successful fire manager with a minimum of 3 to 5 years demonstrated leadership abilities. It is preferable that the candidate has served as a company officer from a well-managed organization with volunteer firefighters.

The ideal candidate would also have:

- the ability to provide effective leadership that builds trust and confidence
- the ability to establish mission, vision, goals, and objectives in accordance with Board policy
- ability to create and maintain effective career and volunteer personnel relationships
- excellent organizational, written/verbal communication skills and computer abilities.
- current certification as a State or Nationally Registered EMT. (EMT certification within one year of accepting the position is a requirement.)
- the ability to build and maintain effective working and interpersonal relationships with the community, other public safety and political entities, and all volunteers.
- ability to oversee the development and management of the district budget, contracts, mutual aid agreements, requests for bids, and other administrative duties
- mechanical ability
- some experience as a successful grant writer.

Dear Applicant:

Thank you for applying for the position of Fire Chief at South Pend Oreille Fire & Rescue in Newport, Washington. We wish you the best in the process.

It is important that you provide work, home, cell, and pager numbers that we can use to reach you. Please include your e-mail address as well.

The following "time line" will be used during the process:

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| • September 9 | Applications accepted up to 4 pm |
| • September 15 - 17 | Selection committee reviews all applications |
| • September 20 | Notify top candidates for interviews |
| • September 24 - 30 | Interviews begin |
| • October 1 | Offer position |
| • October 7 | Announcement of new Chief |
| • November 1 | New Chief begins |

Instructions

1. Complete the attached South Pend Oreille Fire & Rescue (SPOFR) employment application.
2. Include your resume; your resume should include, as a minimum, the information required in the Position Announcement.
3. **Please include a brief response to the following, in your own words with each area titled and listed separately. (Be concise.)**
 - Demographics of your current agency (size of service area, population served, number of personnel, annual call volume, budget, governing body, etc.)
 - Description of your experience in working in a fire district and how that organization compares to SPOFR. (Also include your experience and training in ICS and Haz Mat)
 - Your past job responsibilities, including as a mid-level manager or higher position and dates promoted.
 - Administrative experience (budgeting, personnel management, etc.)
 - Professional and community associations/organizations and activities (including leadership roles, specific organizations, and your philosophy about being involved in community).
 - Your leadership style and philosophy – how you lead and motivate people.
 - Experience interfacing with other fire service providers, to include wildland firefighting and any experience with cooperative ventures/resource sharing.
 - Describe your experience working in an EMS delivery system; describe the level of service provided and your duties within that system.
 - Experience working with volunteers and volunteer programs in a volunteer and/or combination career/volunteer department.
 - Experience with written communication (manuals, publications, articles, etc.) and oral communication (presentations – local, state, and national) -- include your background in the delivery/management of training programs.